

Job Description

1. JOB DETAILS

Job Title:	Fellowship Programme Director (Fixed term 24 months)
Accountable to:	Clinical Director Carlisle Healthcare Primary Care Network
Professionally:	The Programme Director is professionally accountable as a GP trainer accredited by the deanery or School of Primary Care
Location:	To work flexibly across North Cumbria Primary Care system

2. JOB SUMMARY

(A brief description of the main purpose of the post)

The role of the Fellowship Programme Director (FDA) is to lead and support the delivery of the HEE GP Fellowship Programme for newly qualified GPs, aligned to the NHSEI Guidance and mandate. The Programme is hosted by Carlisle Healthcare therefore the FDA role involves working in partnership with the School of Primary Care, Postgraduate Dean and North Cumbria Training Hub to establish and embed the Programme across North Cumbria local system.

The Programme Director will focus upon improvement of learner supervision, assessment and experience, ensuring effective educational programmes both now and in the future. The FPD will ensure the Programme meets the NHSEI assurance requirements while leading and supporting Fellows through the duration of the Programme. The role is evolving and will focus on establishing the GP Fellowship Programme across North Cumbria and workforce transformation in Primary Care Networks and General Practice.

3. ABOUT US

(The function of the department in which the post holder works)

Carlisle Healthcare is a large General Practice with 37,000 patients, this equates to around 43% of the population of the City of Carlisle. We are also a single practice primary care network. This enables the practice to respond quickly and efficiently to the changing landscape of primary care.

Since our inception we have developed our Vision, showing how we wish to serve our practice population and how we want to develop our services for their benefit.



'Providing person centred care'

Our mission is to provide high-quality, accessible and patient-centred healthcare in a way which is caring, efficient and innovative.

We currently have 150 employees covering both clinical and non-clinical work. We work in a team focused structure, allowing everyone to work to their strengths. We have a diverse workforce. Within our clinical team we have GP's, Advanced Clinical Practitioners (including nurses, paramedics, occupational therapists and clinical pharmacists), practice nurses, healthcare assistants, care co-ordinators, a social prescriber link worker and a health & wellbeing coach. Within our administration team we employ receptionists, secretaries, scanners/coders, a prescribing team, an integrated care community hub Administration team (providing support for patients, NHS trust community and therapy staff as well as co-ordinating home visits on behalf of the GP practice) and a finance & estates team

We are committed to teaching and training and are an approved GP training practice. We also work with local Universities supporting nurse and advanced clinical practice training as well as supporting undergraduate training and experience.

4. ORGANISATIONAL CHART



organisational
structure V4.docx

5. KEY WORKING RELATIONSHIPS

(The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)

- Lead Clinical Director in Carlisle Healthcare
- Fellows enrolled on the Fellowship Programme
- Primary Care Training Hub Locality Manager
- GP Dean, School of Primary Care, HEE
- PCN Clinical Directors
- Training Programme Directors

6. DUTIES AND RESPONSIBILITIES OF THE POST

Programme Leadership and Management

- Lead the Fellowship Network, ensuring it meets the assurance requirements set out by NHS England, monitored by Health Education England.
- To oversee the management of the Programme and advise on the following matters:
- To support and oversee the GP Lead with day-to-day delivery of the programme
- To quality assure the creation of content for learning & development.
- Specific matters and Fellow concerns
- To use local educational resources to support Fellows within the programme to achieve their potential
- To attend Carlisle Healthcare meetings and other relevant meetings
- Meet with Fellows at the beginning of the Programme and every 4 months, to ensure the Programme continues to meet the needs of the individual
- To lead in the early identification of Fellows needing additional support
- Allow for any targeted support to be offered to an individual
- Attend monthly Fellowship Network physical or virtual meetings
- Support the peer facilitation of learning events, including CPD/case reviews and leadership learning
- To support reporting and evaluation of the Fellowship Programme for NHSEI and HEE

Leadership

- To provide effective clinical leadership, and strategic development of the Fellowship Programme.
- To contribute to the vision of the local NHS and to enhance patient care by providing leadership and direction with respect to the quality of education and training.
- To be an advocate and positive role model on behalf of Carlisle Healthcare and HEE.
- To work locally with key groups and stakeholders, to attend and host events.
- To work with providers and others to support and capture innovation locally and develop best practice.

Quality and Safety

- To emphasise the importance and promote the development of a quality learning environment for Fellows
- To support the development of patient safety and healthcare quality improvement processes which are complementary across the healthcare workforce.

Education and Workforce Development

- To support compliance with requirements with regard to the supervision and

7. WORK SETTING AND REVIEW

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

The post holder will be accountable to the Clinical Director lead for the GP Fellowship Programme who will provide line management supervision and annual appraisal.

Work is overseen and reviewed by the post holder's line manager who will provide guidance and instruction to them when required. The post holder is expected to manage their responsibilities with a minimum of supervision and use their initiative to ensure timely progress is made. The post holder is responsible for ensuring the line manager is updated on a regular basis on progress, developments and issues associated with the role

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to

- adhere to Carlisle Healthcare policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the CHC
- adhere to infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

9. CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients' staff and CHC's business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldecott principles.

10. HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

11. RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

12. EQUALITY AND DIVERSITY

All employees of CHC have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Carlisle Healthcare's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

13. SAFEGUARDING

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with CHC's safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

14. INFORMATION GOVERNANCE

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow policies and procedures to ensure that information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with CHC in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldecott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldecott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

15. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date

PERSON SPECIFICATION

POST TITLE: Training Programme Director

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Medical Degree • Membership/Fellowship of a College, faculty, professional association and/or regulatory body • A GP trainer currently accredited by the deanery/ School of primary care 	<ul style="list-style-type: none"> • PgCERT (Medical Ed)
Knowledge	<ul style="list-style-type: none"> • Considerable experience of working with learners or doctors in training or in an educational context • Experience of clinical and educational leadership and innovation, including managing a multi-professional team. • Demonstrate a track record of delivery in service and education • Understanding of developments involving the relevant colleges/ faculties, professional bodies, NHS Organisations and regulatory bodies. • Understanding of the workforce transformation agenda Up to date with appraisal processes • Knowledge of NHS structures and processes, including multi-professional workforce matters • Applicants who are Doctors require a License to Practice. 	<ul style="list-style-type: none"> • Previous or current appointment in healthcare education • Awareness of funding streams for healthcare education • Understanding of healthcare, social care and education policy. • Education qualification such as a postgraduate certificate or Masters in Medical Education

Skills and Aptitudes	<ul style="list-style-type: none"> • Demonstrate leadership skills and an ability to influence and motivate others • A strong sense of vision and ability to innovate • Politically astute with an ability to sensitively manage complexity and uncertainty • Ability to problem solve and remain objective • Strong interpersonal, communication, written and presentation skills • Ability to quickly establish personal and professional credibility with colleagues and stakeholders • Excellent organisational and time management skills • Committed to own personal development and ability to support others to develop and progress 	<ul style="list-style-type: none"> • Ability to rapidly establish academic credibility.
Personal Circumstances	<p>Flexible approach to working patterns and adaptable to needs of service Ability to travel independently across North Cumbria as required Access to use of a car with business insurance is essential. Ability to work flexibly and cross site where necessary</p>	
Other requirements	Promote equality and value diversity	

PERSON SPECIFICATION AGREEMENT

Post holder
 Date
 Line Manager
 Date